



TERMS OF REFERENCE

Arborist Tree Protection Report

Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#) , where the retention of Protected Trees is required as a condition of a development, building, demolition, or Tree Permit, no work authorized under those permits, or under a subdivision or servicing works approval, may begin until all required [Tree Protection Barriers](#) have been installed and approved by the City's Urban Forestry group.

Tree Protection Barriers must be installed and maintained in accordance with [Schedule B](#) of the Bylaw to protect tree trunks, branches, and roots from construction-related damage. Barriers must remain in place until construction is complete and the City has issued final completion or final occupancy, as applicable.

No site disturbance is permitted within a Tree Protection Barrier, including grading, excavation, stockpiling or storage of soil, materials, or equipment, vehicle or heavy equipment access, disposal or storage of toxic substances, or use of the protected area for staging or construction amenities.

Any proposed activity within a Tree Protection Barrier requires prior approval from the City's Urban Forestry group.

Applicants should ensure the Arborist they hire is experienced in preparing Arborist Tree Protection Reports that meet these Terms of Reference and applicable City requirements. Engaging a qualified and experienced Arborist, with professional liability insurance, may help avoid application delays, required revisions, and additional costs.

Submit Arborist Tree Protection Reports to Trees@MapleRidge.ca.



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Submission and acceptance of the Project Arborist's Tree Protection Report by the City is required before the issuance of any building, demolition, development, or Tree Permit where tree retention or protection is required.

For the purposes of these Terms of Reference, the following definitions apply:

- **"Arborist"** means a person certified by the International Society of Arboriculture with a valid City business licence.
- **"Retained Tree"** means a tree that has not been permitted for removal. "Tree to be retained" shall have the same corresponding meaning.
- **"Standard Arboricultural Practices"** means the standards and guidelines established by the International Society of Arboriculture on pruning techniques, tree health assessments, and tree care practices.
- **"Tree Protection Barrier"** means a barrier constructed around a tree in accordance with Schedule B.
- **"Tree Protection Zone"** means the ground area enclosed by a Tree Protection Barrier installed in accordance with this bylaw. If a required barrier has not been installed, the Tree Protection Zone is deemed to be the area that would be enclosed by a barrier installed in accordance with this bylaw.

Purpose

The purpose of these Terms of Reference is to establish the minimum requirements for a Project Arborist's Tree Protection Report submitted to the City. The report is intended to confirm compliance with the tree protection measures for Retained Trees.

The report must confirm whether Tree Protection Barriers for Retained Trees have been installed in accordance with the approved Tree Management Plan and meet City requirements under [Schedule B of the Tree Protection and Management Bylaw No. 8045-2026](#)



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Expectations

Arborist Tree Protection Reports are expected to be complete, accurate, and prepared to a professional standard that enables the City to efficiently review whether required tree protection measures have been implemented in accordance with the approved Tree Permit, [Tree Protection and Management Bylaw No. 8045-2026](#), and applicable City tree management guidance.

The City relies on the professional expertise, observations, and opinions of the Project Arborist when reviewing Arborist Tree Protection Reports and determining whether a demolition, building, servicing, or development permit may be issued and whether construction may begin safely.

The area within a Tree Protection Barrier is a non-disturbance zone. Any proposed work within this area must be pre-approved by the City and completed under the supervision of the Project Arborist.

Consultants are responsible for ensuring that all required information is included, site conditions are clearly documented, and conclusions and recommendations are supported by the Project Arborist's observations and professional opinion. The Tree Protection Report requirements should be used as a **checklist** to confirm that the submission is complete before it is provided to the City.

The City may require revisions, additional information, or supporting documentation where a submission is incomplete, unclear, inconsistent with City requirements, or does not adequately address bylaw or permit requirements. Incomplete submissions may not be reviewed until all required materials have been received.

Where a submission remains incomplete, unclear, or inconsistent with bylaw requirements after repeated submissions, the City may decline to continue reviewing the report and require



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the applicant to submit a revised report prepared by another qualified Arborist. Generally, this may occur after the original submission and two subsequent opportunities to provide revisions.

Arborist Tree Protection Reports Requirements

The following sections must be submitted in one document.

Cover Page

- ☐ Name of arborist and consulting firm, address, email, and phone number
- ☐ ISA Certification #, TRAQ, RPF, other credentials.
- ☐ Maple Ridge Business License #
- ☐ Name and contact information for the applicant and owner
- ☐ Project address and project number, if applicable
- ☐ Report date, which is to be updated with each revision and include previous version dates.

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- ☐ A description of the project type such as new build, renovation, servicing, etc.
- ☐ Purpose of the report
- ☐ Date, time, and weather conditions for all site visits

Content

An Arborist Tree Protection Report shall include the following:



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□ Inspection Summary

The report must summarize the Project Arborist's findings and observations from the inspection date and confirm whether the Tree Protection Barriers meet City standards and are consistent with the approved Tree Management Plan.

□ Tree Protection inspection results

The Arborist must:

- Confirm that the Tree Protection Barriers meet the construction specifications in [Schedule B of the Tree Protection and Management Bylaw No. 8045-2026](#).
- measure the distance from the edge of the tree trunk to the installed Tree Protection Barrier and confirm whether it matches the approved Tree Management Plan and the Critical Root Zone requirements under the Bylaw;
- identify any areas where arborist supervision is required, if applicable; and
- provide a summary table, such as the example below.

Tree ID or Tag #	Species	DBH (cm)	Barrier size as stated in the approved arborist report (m)	Installed barrier size as inspected by the Arborist (m)	Arborist supervision required? Yes/No

Photographs

The Arborist Tree Protection Report must include clear, date and GPS stamped photographs sufficient to document the condition of Retained Trees and the Tree Protection Barriers on the date of the inspection

At a minimum, photographs must include:



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☐ Site Overview Photographs

Date and GPS stamped photographs showing the tree barriers and general site conditions before construction. Overview photographs should include representative views of the property, such as the front yard, rear yard, side yards, or other areas containing Retained Trees.

☐ Tree-Specific Photographs

Date and GPS stamped photographs of Retained Trees and barrier measurements, where necessary to support the Project Arborist's findings.

☐ Photo Labelling

Photographs must be clearly labelled or cross-referenced with the appropriate Tree ID or tag number, where applicable, and must include enough context to allow the City to understand the location and subject of each photograph.

Project Arborist Certification and Sign Off

This section must include a signed certification by the Project Arborist confirming that the Tree Protection Barriers for all Retained Trees have been installed in accordance with the approved Tree Management Plan, Tree Permit, current Standard arboricultural practices and the requirements of [Schedule B of the Tree Protection and Management Bylaw No. 8045-2026](#).

The certification must be based on the Project Arborist's site inspection, professional observations, and opinion, and must confirm whether the Tree Protection Barriers are appropriately located, constructed, and maintained to protect the Retained Trees before construction or site disturbance begins.

The certification must include:

- ☐ Arborist's full name
- ☐ Arborist's certification number and credentials



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- ☐ Arborist's signature
- ☐ Date of certification
- ☐ If the report author is not a Certified Arborist, the report must also include the full name, credentials, certification number, and signature of the Certified Arborist who supervised the work and reviewed the report. The report author's full name, credentials, and signature must also be provided.

Format

Arborist Tree Protection Reports must be submitted digitally and prepared by a Registered Professional Forester or Certified Arborist.

Reports must be submitted to Trees@MapleRidge.ca or included as part of the applicable development application.

Report layout

All submissions must:

- ☐ include all the items listed in the [Arborist Tree Protection Report Requirements](#);
- ☐ include a header on each page with the name and contact information of the firm or consulting arborist;
- ☐ include a footer with the project address/project number, client name and client contact information;
- ☐ include page numbers on each page; and
- ☐ include any other relevant information necessary to support the submission.

Illustrations

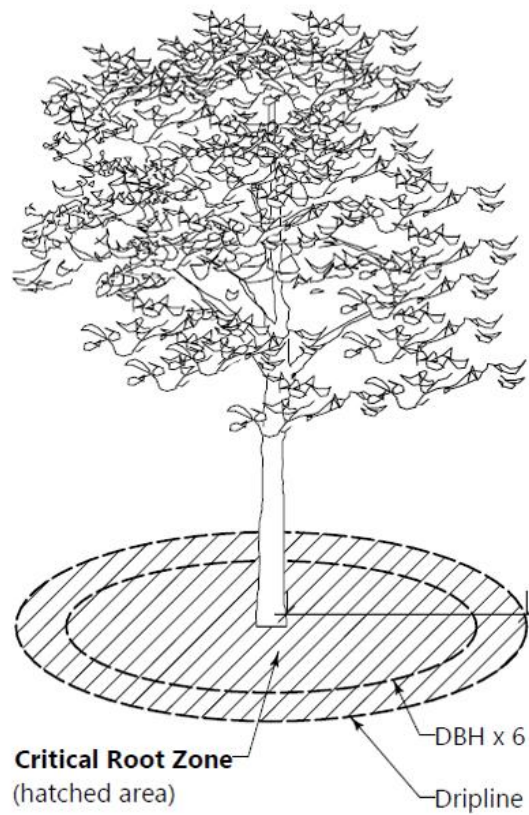
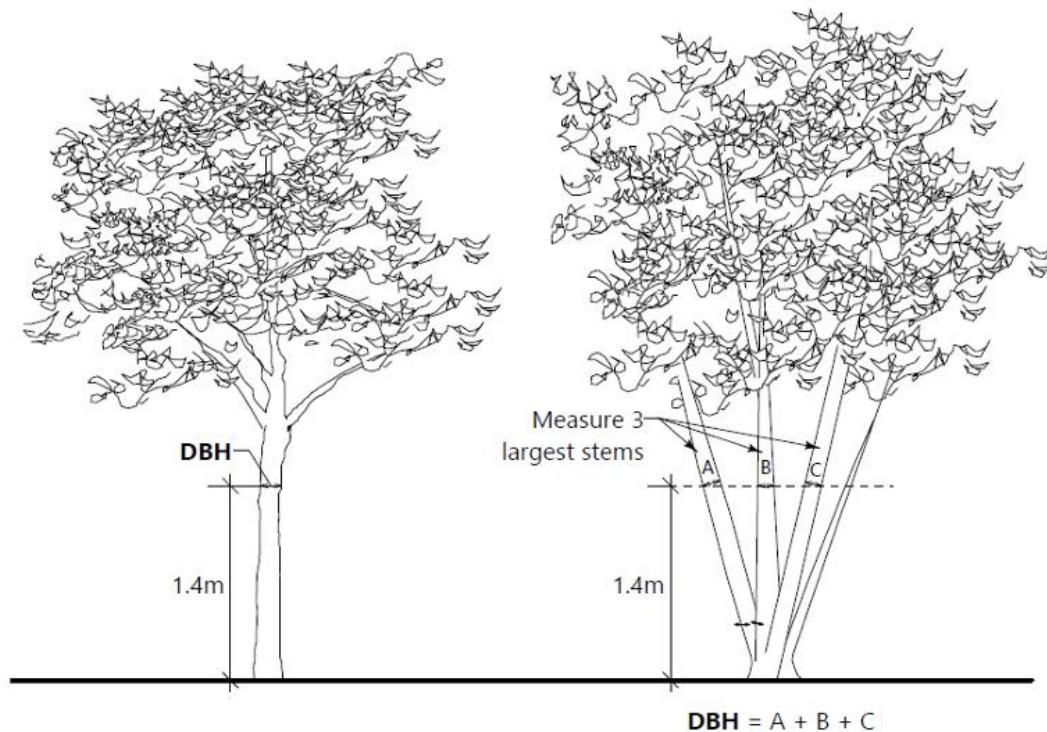


Figure 1.0: Critical Root Zone (CRZ) Illustration



$$\text{Diameter} = \text{Circumference} / 3.14$$

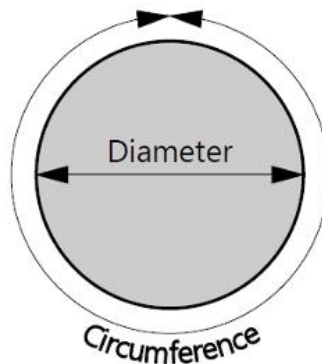
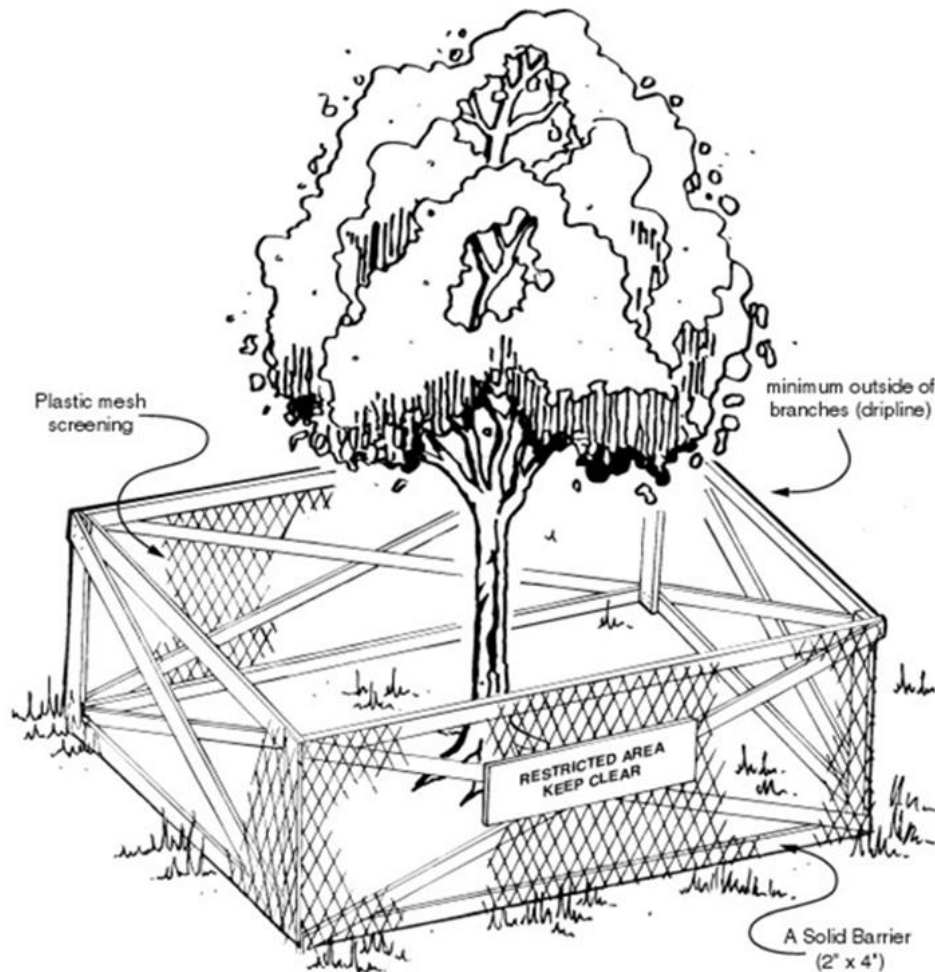


Figure 2.0: DBH (Diameter at breast height) Illustration



Tree Protection Barrier

Note: no storage of building materials
within or against protection barrier

Figure 5.0: Tree Protection Barrier Illustration